

AUBURN CITY SCHOOLS



# GREAT BEGINNINGS

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2019-2020



# BEFORE SCHOOL CHECKLIST

Make sure you complete the following checklist items:

- I changed my password in Chalkable PD.
- I requested my previous training be transferred in Chalkable PD (only if coming from another public school system in Alabama). If coming from another Alabama school system, email Wes Gordon the names of your previous school and the school system.
- I either turned in my documentation for Disproportionality/Lee vs. Macon OR I have emailed Drew Morgan or Betty Weeden for the access code to complete the training.
- I updated my information in the Education Directory (instructions for the Education Directory can be found on the New Teacher Webpage). The Education Directory should be completed **after the first teacher work day** using your Auburn schools email address.

<https://www.auburnschools.org/Page/2964>

## CHAPTER 1

# GREAT BEGINNINGS SCHEDULE

Tuesday, July 23rd

AM: Creekside Elementary

PM: Creekside Elementary

Wednesday, July 24th

Yarbrough Elementary OR

Auburn Junior High OR

Auburn High

Thursday, July 25th

AM: YES, AJHS or AHS

PM: Home School



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**DAY ONE**

**Tuesday, July 23rd**

8:00-10:00

Breakfast/Welcome/and Orientation  
(Creekside Elementary)

10:00-11:30

Docks, Drive-Bys, and Drives:  
Setting Up Your Macbook  
(Creekside Elementary)

11:30-12:30 Lunch on Own

12:30-3:30 Tech Camp Sessions  
(Creekside Elementary)

A: 12:30-1:10

B: 1:15-1:55

C: 2:00-2:40

D: 2:45-3:25

**DAY TWO**

**Wednesday, July 24th**

8:00-11:00

SWIM Orientation

K-5: Yarbrough Elementary

6-9: Auburn Junior High

10-12: Auburn High

11:00-12:30 Lunch on Own

12:30-3:30

Special Ed: Central Office

K-5: Yarbrough Elementary

6-9: Auburn Junior High School

10-12: Auburn High School

**DAY THREE**

**Thursday, July 25th**

8:00-11:00 SWIM

K-5: Yarbrough Elementary

6-9: Auburn Junior High

10-12: Auburn High School

11:00-12:30 Lunch on Own

12:30-3:30

ACS Climate and Culture

Report to your home school!

## Sessions for All Teachers

### Room 126: Apple for Beginners (Russel J)

If you are a new user to Apple, the suite of products can be intimidating. Hearing “Keynote is just PowerPoint” and “Pages is just Word” doesn’t always help. This session is designed to introduce the suite of products in a friendly and non-intimidating way. This session is only offered in time slot A.

### Room 137: Office 365 Basics (Mandie C)

Auburn City Schools uses the Microsoft product platform for online collaboration (as opposed to the Google product platform). In this session, you will learn the basics of using the drives, share features, and collaboration features of Office 365.

### PD Room: Touching the SmartPanel (Kilene C)

This session is designed for any teacher who needs some one-on-one or small group instruction on the use of the Smart Panels. Participants will touch and navigate panel features.

### Room 110: Nearpod Basic (Morgan D)

Nearpod is a lesson presentation resource available to all K-12 teachers through a district license. This session provides an introduction to Nearpod, its resources, and its potential for learning for students. This session is offered only in time slots A, B, and C.

### Room 110: Nearpod Intermediate (Morgan D)

This session is designed for teachers who have some experience with Nearpod and want to learn something more than basic navigation. This session is for all teachers K12. The session is available only during time slot D.

### Room 138: Tech Troubleshooting (Tech Friends)

This room will be open all afternoon just in case your Macbook or your passwords are not playing well with you. Technicians will be available to take away those new tech blues.

## Sessions for Elementary Teachers

### Room 134: Using Smart Notebook for Elementary (Heather D)

Smart Notebook is the lesson design and preparation product that can be used with the Smart Panel. In this session, you will learn the basics of creating interactive lessons using Smart Notebook software. The focus in this session will be on applications for elementary teachers.

### Room 118: iPads for Instruction; Elementary (Leigh G)

In this session, you will learn how to use iPads as a tool for instruction in the elementary classroom.

### Room 113: Setting Up Your Website for Elementary (Jennifer D)

This session will explain the basics of creating your teacher website for communication with parents and the community. This session is for elementary teachers only.

## Session for Special Education Teachers

### Library: Navigating SETS for Special Educators (Crystal O)

This session is for teachers of special education to orient them to SETS. All K-12 Special Educators should attend this session. This session is only offered in time slot B.

## Sessions for Secondary Teachers

### Room 126: Schoology for Secondary (Russel J)

Schoology is the learning management system used in the 6-12 grades for communication of course content with students. In this session you will learn the basics of navigation, posting, and sharing inside the Schoology platform. This session is only offered in time slots B, C, and D.

### Room 116: iPads for Instruction; Secondary (Susie B)

In this session, you will learn how to use iPads as a tool for instruction in the secondary classroom.

**Room 129: Using Smart Notebook for  
Secondary (Bob C)**

Smart Notebook is a lesson design and preparation product available to all ACS teachers. In this session, you will learn the basics of creating interactive lessons using Smart Notebook software. The focus in this session will be on applications for secondary teachers.

Keep on beginning and failing. Each time you fail, start all over again, and you will grow stronger until you have accomplished a purpose--not the one you began with perhaps, but one you'll be glad to remember.

Anne Sullivan



## CHAPTER 2

# SWIM: SUPPORT WITH INDUCTION AND MENTORING

Education...is painful, continual and difficult work to be done in kindness, by watching, by warning,... by praise, but above all -- by example.

-- John Ruskin



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# SECTION 1

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# YEAR ONE

## YEAR ONE

Teachers are assigned a Mentor Teacher who will make contact weekly with the new teacher. Teachers will meet monthly with their SWIM Coordinator based on grade level band.

### Elementary/Secondary SWIM Coordinators

The Elementary and Secondary SWIM Coordinators, one for elementary and two for secondary, facilitate training for new teachers as part of Great Beginnings. These coordinators also facilitate monthly meetings for first year teachers in Auburn City Schools that include diverse topics of presentation and discussion. The coordinators ensure documentation of attendance at these monthly meetings in Chalkable-PD.

## Mentor Teachers

A mentor teacher will be assigned to each first year teacher in Auburn City Schools. Building relationship is the primary purpose of the mentor teacher.

## SWIM Coordinators

Shannon Brandt

[sbrandt@auburnschools.org](mailto:sbrandt@auburnschools.org)

Grades K-5

Chris Flohr

[ccflohr@auburnschools.org](mailto:ccflohr@auburnschools.org)

Grades 6-9

Blake Busbin

[wbbusbin@auburnschools.org](mailto:wbbusbin@auburnschools.org)

Grades 10-1





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SECTION 2

YEAR TWO



**SWIM Coaches**

LeSean Spencer, AEEC

Dawn Stewart, CES

Meaghan Kimbrell and Audrey Leach, CWES

Tonya Nolen, DRES

Amanda Higginbotham, RES

Tracy Adrian, OES

Katie Maggard, PES

Amber Goolsby, WMR

Rachel Martin, YES

Jenna Chapman, DMS

Michelle Denney, ESS

Mallory Kincaid, AJHS

Blake Busbin, AHS

Teachers meet bi-monthly as a school cohort with a building level SWIM Coach. The SWIM Coach makes monthly contact with teachers as well.

**Elementary/Secondary SWIM Coaches**

The Elementary and Secondary SWIM Coaches, one at each of the thirteen schools that have second year teachers, facilitate bi-monthly meetings with second year teachers as a building cohort. The SWIM Coaches ensure documentation of “attendance at the bi-monthly meetings in Chalkable-PD. The building-level SWIM coaches make informal monthly contact with individual teachers.

CHAPTER 3  
2019-2020  
SCHOOL  
CALENDAR

Nine Weeks Periods

1st Quarter  
August 8 - October 10

2nd Quarter  
October 11 - December 19

3rd Quarter  
January 6 - March 6

4th Quarter  
March 16 - May 21



Great Beginnings

July 23-25



Teacher Work Days

August 2, 5, 6

Staff Institute Day

August 7

First Student Day

August 8



Labor Day Holiday

September 2



Parent Conference Day

October 18



Veterans Holiday

November 11

Thanksgiving

November 27-29



Winter Holidays Begin

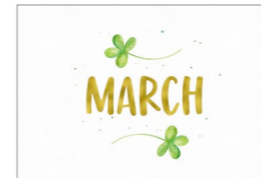
December 20



Staff Development Day

January 3

Martin Luther King Holiday January 20



Spring Break

March 9-13



Makeup Weather Days

April 10, 13



Last Student Day

May 21

Teacher Work Day

May 22

## CHAPTER 4

# CHALKABLE-PD

Chalkable PD is a web-based documentation system for professional development for teachers in Alabama. Teachers need 50 hours of professional for recertification in Alabama.



## SECTION 1



# Chalkable PD Kings and Queens

Each school site is assigned a Chalkable-PD King or Queen to manage the school-based documentation of professional development. They can also help troubleshoot password issues.

Wes Gordon approves all professional development from outside Auburn City Schools. See the information that follows for instructions on approval.



### **School-Based Chalkable PD Queens**

Tonya Keene, AEEC

Ashley Wood, CES

Sherri Shiver, CWES

Ann Willett, DRES

Amanda Higginbotham, RES

Jordin Dyke, OES

Aleesa Zutter, PES

Jennifer Dempsey, WMR

Shannon Brandt, YES

Amy Stucky, DMS

Angie Tillis, ESS

Mandie Coggin, AJHS

Elizabeth Lundey and Amy Robertson, AHS

### **District Chalkable PD Knaves**

Wes Gordon

Drew Morgan

Betty Weeden

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## SECTION 2

# Professional Development Guidelines for Recertification

Active participation in professional development opportunities describes the quality of an educator who models and reflects behaviors of a lifelong learner. Evidence of participation in professional learning is a requirement for recertification by the ALSDE. There are two types of professional development credit that can be earned—Clock Hours and Professional Learning Units (PLU).

### **Clock Hours**

Recertification of employees without administrative certification includes the requirement of 50 clock hours of allowable professional development within the recertification period (every 5 years). Clock hours are assigned based on the amount of time spent in active participation of activities consistent with the Alabama Standards for Professional Development. Partial hours of credit can be earned (e.g. 1.5 or 0.5).

Clock hours are verified in the following three ways: via the training history of Chalkable-PD, via photocopies of certificates of completion submitted by employees, or via

official transcripts or certificates of completion for clock hours of professional development earned through a college or university. Employees are encouraged to use Chalkable-PD as the primary tool of reporting because of the ease of use and verification.

### **Outside Training**

Employees can submit ‘outside training’ information for inclusion in the employees training history in Chalkable-PD by entering “the information into the “My History” section of Chalkable-PD. Offer as many specific details as possible about the professional development event. In the ‘notes’ section, the employee should write a short paragraph explaining the “who, what, when, where and why” of the professional development training. These notes inform the ALSDE about the value of the activities. Evidence of the training should be submitted to Wes Gordon ([wrgordon@auburnschools.org](mailto:wrgordon@auburnschools.org)) and can be in the form of certificates of completion, email confirmation of completion, agendas from the event, etc. The employee should retain all evidence for recertification purposes.

### **Allowable PD Credit**

Documentation of training history in Chalkable-PD is an assurance that the employee attended the event described. Inclusion of professional development activities in the training history does not guarantee the clock hours will actually count toward certification. For certification,

professional learning must be related to the certificated areas and areas of instructional responsibility (e.g. teachers with secondary content area certification cannot count clock hours of professional development related to coaching duties or training).

The following activities do not count towards certification: informational/procedural faculty, grade-level, or data meetings; supervision of students at conferences or meetings; presenter or facilitator role in professional development; incomplete or vague descriptions of meetings or activities.

### National Board Certification

If an NBPTS certificate is initially earned within the five year period of certification, no other clock hour requirements are necessary for re-certification. The employee should submit a screenshot from the NBPTS website [www.nbpts.org](http://www.nbpts.org) to verify the certificate. A renewed NBPTS certificate does not meet this requirement for re-certification.

### Professional Learning Units (PLUs)

PLUs are required for employees who earned administrative certification, whether they are using the administrative certification for their current job or not. Employees with administrative certification are required to earn 5 PLUs for recertification every five years. A PLU reflects professional learning or study with multiple experiences over time reflecting the indicators described in the Alabama Standards for Instructional Leaders.

The two types of PLU credit that can be earned are ACLD approved or locally approved (Superintendent approved). Two of the five PLUs earned must be earned through ACLD approved professional studies. Meeting the PLU requirement for recertification of the administrative certification also meets the requirements for certification in the non-administrative areas (e.g. Elementary, Special Education, or Secondary English). Individuals with a renewable Career and Technical Certificate may have a licensure requirement to meet that is not fulfilled through the PLU requirements.

Both ACLD and locally (Superintendent) approved PLUs must be verified in Chalkable-PD. Information about earning PLUs through ACLD may be obtained at [www.leadershipalsde.com](http://www.leadershipalsde.com). Auburn City Schools offers PLU studies to its employees who have administrative certification. A list of graduate courses that meet the requirements to earn an ACLD approved PLU can be found at [www.leadershipalsde.com](http://www.leadershipalsde.com).



## CHAPTER 5

Detail:

# LEE VS. MACON AND DISPROPORTIONALITY

In 2000, Judge Myron Thompson and the US Justice Department ruled the Alabama Department of Education must settle specific issues related to overrepresentation in some areas of special education. As a response, teachers in Alabama are required to participate in training related to disproportionality, instructional strategies, and positive behavior supports.

Main Idea:

Detail:

Detail:

Main Idea:





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## SECTION 1

# Instructions for Completion

Public school systems in Alabama must verify all employees have been trained in both Disproportionality and Lee vs. Macon. As a new employee to Auburn City Schools, there are two ways we can do that.

1. Provide Human Resources with documentation of those trainings. Typically, you would have been given a certificate indicating completion of training. The certificates need to specifically address Disproportionality, Instructional Strategies and Positive Behavioral Supports.

2. Complete the training with Auburn City Schools. We provide the training through Schoology, our learning management system. You will need to complete the course in a timely manner.

If you have documentation of completion for parts of the training, but not others, you will only need to complete the missing parts of the training with us.

Secondary teachers should email Drew Morgan and elementary teachers should email Betty Weeden for the instructions and access code to the online course.

Drew Morgan: [armorgan@auburnschools.org](mailto:armorgan@auburnschools.org)

Betty Weeden: [bcweeden@auburnschools.org](mailto:bcweeden@auburnschools.org)

## OVERVIEW OF THE COURSE

Part I: Disproportionality

Part II: Makes Sense Strategies

Part III: Foundations of Positive Behavior Support

## CHAPTER 6

# FACES

FACES (Foundation for Auburn's Continuing Enrichment in Schools) is the Foundation organization partnering with Auburn City Schools to provide resources for innovative classroom opportunities for students.



# FACES

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# SECTION 1



# FACES

## What is FACES?

FACES is a group of community citizens and business partners who have joined together to support and enhance the educational program of all Auburn City Students. The mission of FACES is to promote innovative opportunities that enrich the educational experiences of students in Auburn City Schools. The Foundation provides funding of mini-grants, up to \$600, to teachers promoting classroom enrichment through creative programs

These programs encourage and recognize outstanding classroom teaching through its Awards of Excellence program.

The Foundation is administered by a board of Auburn community volunteers and is a non-profit 501 (c)(3) organization.

## What is the grant process?

Each school is assigned a FACES mentor to help teachers with the process. Grant applications will be available on the FACES website after school starts. The grant submission deadline is October 1st. Grants will be awarded in November.

## School-Based FACES Mentors

Carolyn Wilson, AEEC

Sarah Hillyer, CES

Sandra Beisel and Rob Lyda, CWES

Andrea Newman and Ginger Key, DRES

Jennifer Mesman, RES

Phil Wilson, OES

Deana Hooks, PES

Lori Grubbs, WMR

Katie Lindsey, YES

Courtney Bass, DMS

Emily Antoniak, ESS

Laura Crowe, AJHS

Blake Busbin, AHS

CHAPTER 7

CENTRAL OFFICE  
ADMINISTRATION

Dr. Cristen Herring  
Superintendent

Dr. Dennis Veronese  
Assistant Superintendent of  
Business and Finance

Wes Gordon  
Assistant Superintendent of  
Curriculum and Instruction



## Central Office

887-2100

Jackie Milford, Central Office Receptionist

Denise Murray, Administrative Assistant to Dr. Herring

Kathy Tyler, Administrative Assistant to Mr. Gordon



### Human Resources

Dr. Jason Lowe, Executive Director

Denise Davis, Executive Secretary

Patricia Greer, Human Resources Clerk



### Business/Finance

Dr. Dennis Veronese, Assistant Superintendent

Liz Springer, Director of Finance

Kelly Augsberger, Fixed Assets, Accounts Payable

Hollye Beck, Employee Benefits

Moriah Ernest, Local Schools, Payroll

Whitnie Helms, Accounts Payable

Jan Swiderski, Payroll Manager



### Curriculum and Instruction

Drew Morgan, Secondary Curriculum and Professional Development

Betty Weeden, Elementary Curriculum and Professional Development

Charlene Thomas, Textbook Coordinator

Dr. Tim Havard, Federal Programs/Student Services

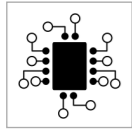
Crystal Oglesbee, Special Education Coordinator

Liz Knight, Administrative Assistant for Special Education and Student Services

Dr. Ed Smith, Instruction and Assessment

Terri Welch, Administrative Assistant for Federal Programs, ELL, and Student Assessment





## **Technology**

Dr. Connie Bain, Director of Technology

Lee Ann Adams, Administrative Assistant for Technology

Charlene Thomas, Chalkable (iNow) Data Manager

Landon Pickard, Network Engineer

Rick Martin, Network System Technician

Kenneth Brackin, System Technician

Adam Davis, System Technician

Paul Fellows, System Technician

Chandler Henderson, System Technician

Chris Von Gal, System Technic



## **Attendance and Social Services**

Joy Stanley, Coordinator

Chris Hardman, Safety Coordinator



## **Public Relations**

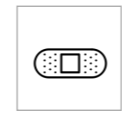
Daniel Chesser



## **Child Nutrition**

Ashley Powell, Director

Crystal Williams, Child Nutrition Bookkeeper



## **Health Services**

Brenda Lindahl, Nurse Administrator



## **Transportation**

Don Ingram, Coordinator



## **Maintenance**

Chip Johnson, Supervisor



## **Athletics**

Dan Norton, Athletic Director

Teresa Hildreth, Bookkeeper

Jennifer Ferguson, Secretary

## CHAPTER 8

# TECHNOLOGY

Technology is just a tool. In terms of getting the kids working together and motivating them, the teacher is most important.

– Bill Gates

## School-Based Technology Coordinators

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### **Auburn High School**

Elizabeth Lundey

Russel Johnson (ITS)

### **Auburn Junior High School**

Mandie Coggin (ITS)

### **East Samford School**

Angie Tillis

### **Drake Middle School**

Laura Hardy

### **Auburn Early Education Center**

Kara Sartain

### **Creekside Elementary**

Sarah Hillyer

### **Cary Woods Elementary**

Holly Bigham

### **Dean Road Elementary**

Lindsey Pierce

### **Ogletree Elementary**

Audrey Alsobrook

### **Pick Elementary**

Deana Hooks

### **Richland Elementary**

Celeste Dorman

### **Wright's Mill Elementary**

Jennifer Dempsey

### **Yarbrough Elementary**

Laura McGilberry



## CHAPTER 9

# SCHOOLS

Auburn High School

Auburn Junior High School

East Samford School

Drake Middle School

Ogletree Elementary

Pick Elementary

Wrights Mill Road Elementary

Yarbrough Elementary

Creekside Elementary

Auburn Early Education Center

Cary Woods Elementary

Dean Road Elementary

Richland Elementary

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**Auburn High School**

Grades 10-12

Dr. Shannon Pignato, Principal

Beth Antoine, Asst. Principal

Chris Hames, Asst. Principal

Jamie Rice, Asst. Principal

Justina Wills, Asst. Principal

**Auburn Junior High School**

Grades 8-9

Ross Reed, Principal

Chris Daniel, Asst. Principal

Liz Kenemar, Asst. Principal

Mallory Kincaid, Asst. Principal

**East Samford School**

Grade 7

Dr. Duriel Barlow, Principal

Lisa Jones, Asst. Principal

**Drake Middle School**

Grade 6

Sarah Armstrong, Principal

Dr. Jonathan Finch, Asst. Principal



**Ogletree Elementary**

Grades 3-5

Caroline Raville, Principal

Sharon Higgins, Asst. Principal

**Pick Elementary**

Grades 3-5

Debbie Brooks, Principal

Debbie Reetz, Asst. Principal

**Wrights Mill Road Elementary**

Grades 3-5

Karen Mason, Principal

Tracey Streetman, Asst. Principal

**Yarbrough Elementary**

Grades 3-5

Pete Forster, Principal

Dr. Shay Baugh, Asst. Principal

**Creekside Elementary**

Grades 2-3

Katie Daniel, Principal

Jill Harling, Asst. Principal

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**Auburn Early Education Center**

Grades K-2

Matt Bruner, Principal

Tonya Keene, Asst. Principal

**Cary Woods Elementary**

Grades K-2

Karen Snyder, Principal

Lamarrius Anderson, Asst. Principal

**Dean Road Elementary**

Grades K-2

Dr. Jackie Greenwood, Principal

Tonya Nolen, Asst. Principal

**Richland Elementary**

Grades K-2

Jeff Johnson, Principal

Katy Conradson, Asst. Principal

